

North Wiltshire Woodturners Association

Policy Documents

This document contains six individual documents that describe the NWWA policies for Health & Safety, Safeguarding, Risk Assessments, Safety in the Workshop at NWWA Events, Volunteers Running Clubs and Privacy Policy.

Specific Documents:

- 1 - NWWA - [Health & Safety Policy](#)
- 2 - NWWA - [Safeguarding Policy](#)
2A – Safeguarding Policy – [Consent Form](#)
- 3 - NWWA - [Risk Assessment](#)
3A – Risk Assessment – [Template](#)
- 4 - NWWA Events - [Safety in the Workshop](#)
- 5 - NWWA - [Volunteers Running Clubs](#)
- 6 - NWWA - [GDPR Privacy Policy](#)

North Wiltshire Woodturners Association

Health and Safety Policy

NOTE: all references to “Club” throughout this document should be taken to mean the “North Wiltshire Woodturners Association”

Responsibilities

All Club members are responsible for health and safety on both an individual and collective basis.

Health & Safety initiatives are intended to identify and minimise risk, not to prevent activities taking place or to make doing them onerous or not enjoyable.

Everyone should continually monitor their environment, in your own workshop, at Club, or any other event; identifying potential hazards and ensuring practical measures are in place to minimise the risk of injury to yourself and others. If you identify a problem at a Club event you should address the issue immediately, if you are unable to do so you must inform the event organizer or a Committee member.

Risk Assessment

The identification of potential hazards and measures required to minimise risks are established by formally carrying out a risk assessment. Once risk assessments have been carried out, relevant members must be informed of their responsibilities to ensure the safety of everyone.

In order to meet the terms of our insurance, a Health & Safety Risk Assessment must be carried out regularly for each activity. Completed forms will be held by the Club Secretary on behalf of the Committee. Authors should review their Risk Assessments annually or whenever there is a significant change in circumstances, personnel, equipment or general layout. The following are examples of when Risk Assessments are required in order for members to be covered by Club insurance:

- Demonstrator type events at Club
- Hands-on type events at Club
- Have-a-go type events
- Each individual type of 'Craft Fair' event
- Individual members workshops (only required for e.g. mentoring)

General Safety Considerations

Injury caused whilst woodturning can invariably be put down to four things:

1. Not checking the wood can rotate freely before switching on the lathe,
2. Not understanding the correct procedures and safety measures
3. Experienced turners taking risks due to over familiarity with machinery, tools or processes
4. Lack of concentration or tiredness

Informing Members

New Members and Guests will be briefed on safety and domestics. Members will be reminded about Health and Safety once a year.

Working Alone

Ensure that you do not exceed your capabilities, particularly when lifting/ moving heavy or awkward items. Be extra vigilant when operating machinery. Ensure others know where you are and when you will return. Have an effective means of communication in case of emergency.

Manual Handling

Ensure that if you move and manhandle lathes and heavy equipment you are strong enough to do so. Do not let anyone strain themselves when handling heavy equipment. Lifting equipment, trolleys or additional assistance should be obtained and used if there are potential hazards.

Electrical Safety - Portable Appliance Testing (PAT Testing)

All portable Club equipment (any piece of equipment that is fitted with a plug) should be tested/ checked on a regular basis.

All electrical equipment, whether owned by the Club or members must be checked visually before each period of use ensuring for example that:

- the flex is in good condition with no cuts or fraying
- cable clamps in the appliance and in the plug are clamping the outer sheathing of the flex
- there is no sign of burning on the plug or cable
- the correct fuse is fitted - if a fuse blows replace it with one of the correct rating (only replace a blown fuse once before identifying the cause)
- the switch on the appliance is functioning properly

If any of the above is not right, rectify or replace before using the equipment.

Fire Safety

Owners of premises should have complied with the local fire regulations, however, the Club is responsible for making sure that all reasonable steps are taken to ensure that a fire isn't started, and in the event of a fire that all persons present are able to exit the premises. Fire risks should be included as part of Club Health & Safety Risk Assessments.

Event organisers/ Club members should ensure they are familiar with:

- the location of all fire exits, and that routes to them remain clear (if there are 2 or more make sure that you can reach each exit by a separate route - i.e. you don't have to go past one to get to another)
- any fire detection system and the location of break glass call points
- the location of fire extinguishers and their use.

General Safety Tips and Good Practice

1. Safe, effective use of a woodturning lathe together with related tools and equipment requires a thorough understanding and application of the instructions and procedures for using these items.
2. Ensure machines and/or tools are in good repair and functioning correctly. Ensure machines (especially lathes and grinders) are secured to a bench or the floor. Check for damaged parts, alignment, binding of moving parts and secure locking of banjos/ toolposts etc.
3. Check electrical safety and consider RCD protection. Ensure all electrical items/ cables/ sockets are protected against moisture including rain/ dew etc.
4. Work within your capabilities and limits. An experienced woodturner may be capable of techniques and procedures not recommended for inexperienced turners. Don't overreach, keep proper footing and balance at all times. Seek advice from an experienced practitioner when pushing your boundaries.
5. Always **wear eye protection** or a full face shield when needed. Provide a screen and consider a barrier to protect spectators and/or keep them at a safe distance.
6. Wood dust control and/or protection should be in place at all times especially when sanding. Hearing protection should be worn during extended periods of operation of noisy equipment. Tie back long hair, do not wear gloves, loose clothing, jewellery or any dangling objects that may catch in rotating parts or accessories. Use suitable footwear to protect against dropped tools etc.
7. Ensure your work area is suitable; with sufficient space to work safely, adequate lighting, ventilation and non-slip flooring. Any tent pegs/ guy ropes/ electrical cables should be made obvious and/or protected.
8. Make certain that any belt guards or covers etc. are in place. Check that all clamping devices (locks), such as on the tailstock and toolrest are tight.
9. Exercise caution when using stock with cracks, splits, checks, bark, knots, irregular shapes or protuberances.

10. **Rotate the workpiece by hand** to ensure it clears the toolrest and bed before turning the lathe "on". Ensure the workpiece is firmly mounted. Tighten chuck jaws periodically when turning, particularly with green wood, or if you have left wood in the chuck for a period e.g. overnight. When turning between centres, ensure the work is secure with sufficient tailstock pressure.
11. Always set the lathe to a lower speed before turning a new item and keep the speed lower until the workpiece is balanced. This helps avoid the possibility of an unbalanced piece jumping out of the lathe and striking the operator or excessive wobbling of the lathe.
12. Use slower speeds for larger diameter or rough pieces and increased speed for smaller diameters and pieces that are balanced.
13. Never stand in line with the workpiece/ grinding wheel/ sawblade when you switch-on your lathe/ grinder/ saw. Once running, check for undue vibrations etc. before proceeding. If the lathe is shaking or vibrating, lower the speed. If the workpiece vibrates always stop the machine to check the reason.
14. Hold turning tools securely on the toolrest, and hold the tool in a controlled but comfortable manner before allowing it to touch the workpiece.
15. Turn the lathe "off" before adjusting the tool rest. If you drop the workpiece, a tool, or a chuck key etc. switch the lathe off before bending down or reaching over to pick it up.
16. When running a lathe in reverse the chuck or faceplate can unscrew. Only run your lathe in reverse if you use a spindle locking screw or device.
17. Remove chuck keys and adjusting spanners unless you are actually turning them. Form a habit of checking for these and any spindle locking devices before switching the lathe on.
18. Always remove the toolrest before sanding or polishing operations.
19. **Keep tools sharp** and clean for better and safer performance. Wear eye protection when sharpening. Don't force a blunt tool. Don't use a tool for a purpose not intended. Keep tools out of reach of children. Do not be tempted to use modified tools, such as converted files etc.
20. **Stay alert.** Watch what you are doing and use common sense. Don't operate tools when you are tired or under the influence of drugs or alcohol.
21. Never leave the lathe running unattended. Turn power off when not in use. Don't leave the lathe until it comes to a complete stop.
22. Clear away shavings before scorching or using pyrography, have a damp cloth to hand.
23. Dispose of rags etc. used for solvent/ oil carefully as they can self-ignite.
24. Label all dyes, stains, sealers, thinners, lacquers, polishes etc., keep in appropriate containers in a safe place, away from sources of ignition. If you are unsure about any aspect of the operation of your tools/ equipment or about safety measures, consult a professional or experienced Club member.

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North Wiltshire Woodturners Association

Safeguarding Policy

Policy:

(Note: The term child or children is also deemed to include vulnerable adults insofar as it is relevant to this policy.)

We recognise that the welfare of children is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- Treat all children with respect and celebrate their achievements.
- Respond to concerns and allegations appropriately.
- Adopt the 'Members' Guidelines' (see below).
- When there are concerns about the welfare of any child/ young person all adults in our organisation are expected to share those with the designated child protection officer.

He/ she is responsible for:

- Monitoring and recording concerns.
- Making referrals to social services without delay.
- Liaison with other agencies.

North Wiltshire Woodturners Association (NWWA), through confirming this Policy Document, has indicated its determination to ensure that children and young people can participate in Woodturning with their safety and welfare being of paramount importance.

Woodturning can, however, be dangerous. In line with other voluntary and commercial organisations we have decided to limit access to NWWA meetings on the following basis:

The Chairman and Secretary have decided that children under the age of 12 years shall not be eligible to attend meetings of NWWA.

Children under the age of 16 years may attend if **accompanied at all times** by a Parent/ Guardian/ Carer and the Consent form completed by both the Parent/ Guardian/ Carer and the child concerned.

Children under the age of 18 years may attend provided the Consent form is signed by both the Parent/ Guardian/ Carer and the child concerned.

Mike Crawshaw

Chairman

Arthur Kingdon

Secretary

Dated: June 2017

Child Protection Policy - Members' Guidelines

As members of the above association, you need to be aware of the concept of child abuse and have some background information to help to adopt good practice when working with young people.

Always remember - it is not your responsibility to decide if abuse has taken place. However, it is your responsibility to act upon these concerns.

Abuse is a powerful and emotive term and is used to describe ways in which children may be harmed, usually by adults and often by those they know and trust. There are five main areas of abuse of which you should be aware:

Emotional Abuse - occurs when adults persistently fail to show children due care, love or affection. Where a child may be subjected to unrealistic pressure and constantly shouted at and given responsibility for which they are not yet ready.

Physical Abuse - occurs when adults, or even children, deliberately inflict injuries on a child, or knowingly do not prevent such injuries.

Bullying - occurs when repeated aggressive, verbal, psychological or physical contact by an individual or group. It can include physical, verbal, emotional, racist and sexual abuse, comments and gestures.

Neglect - this occurs when a child's basic needs for food, warmth and care are not met, including failure to prevent a child from exposure to any kind of danger.

Sexual Abuse - both girls and boys can be sexually abused by adults, who use children to meet their own sexual needs and desires either through participation or forced observation.

Safeguarding - the welfare of children and young people is paramount. North Wiltshire Woodturners Association has a moral obligation and legal responsibility to provide the highest possible standard of care when we welcome young people into our association.

Guidelines for good practice for North Wiltshire Woodturners Association Members

Everyone should be aware that as a general rule, it does not make good sense for a supervising adult to:

- Spend excessive amounts of time alone with children/ young people away from others.
- Take young people alone on car journeys, however short, without parental approval.
- Take children/ young people to your home, without parental approval.
- Help children with their clothing or get changed - encourage parents to do this.

You should NEVER:

- Engage in inappropriate physical contact, including horseplay.
- Share a room with a child.
- Permit children to use unacceptable or explicit language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Agree to meet a child on your own, outside the context of normal duties.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Key principles of good practice for North Wiltshire Woodturners Association Members

Adopting these principles will help you to create an environment in which:

- Children are listened to, given a sense of belonging and kept safe.
- Volunteers who work with children and young people are supported and protected.
- Parents are supported and encouraged.

Safe environment - this will be done by:

- Providing an adequate level of supervision.
- Keeping records of attendances, complaints and incidents.
- Producing procedures for dealing with suspicions.
- Identifying a person in charge of child protection.
- Protecting both members and children.
- Understanding the child's right to self-protection.

Dealing with concerns - this will be done by:

- Listening but not leading the child.
- Observing changes in behaviour.
- Believing - but do not promise confidentiality.
- Reassuring - be sensitive to the situation.
- Acting immediately and explaining to the child what you are going to do.
- Recording.
- Getting support.
- Referring to the right body.
- Recording allegations or suspicion of abuse.

Please remember if an incident occurs - the basic information needed is as follows:

Name of Child, age, telephone number and address.
Parent/ Guardian/ Carer name.

Additional Factors.

- Are you recording the report based on your concerns or passing on the concerns of someone else? Please detail as clearly as possible.
- What has prompted the concerns and include date, times of any specific incidents.
- Is there any physical/ behavioural or indirect signs?
- Has the child been spoken to and if so what was said.
- Have the parents been contacted and if so, what was said.
- Has anyone been alleged to be the abuser? If so record details.
- Has anyone else been consulted? If so record details.

General Points of Contact:

Wiltshire Multi-Agency Safeguarding Hub (MASH)	0300 456108
Wiltshire Police	101 - non-emergency number
Childline - 24 hours	0800 1111
NSPCC Helpline - 24 hours	0800 800500
Child Law Advice	0300 330 5480

NWWA Consent Form

This form is used when young people under the age of 18 years of age are participating at a NWWA Event. It also provides a record that consent has been given (or not) for photographs to be taken and used.

Name of Event:	
Date of Event:	
Name of Young Person:	
Age of Young Person:	
Name of Parent/ Guardian/ Carer:	

To be signed by the Parent/ Guardian/ Carer

As the Parent/ Guardian/ Carer of the young person named above I give consent for him/ her to take part in this event. I understand that the event will be overseen by a competent adult, aged over 21 years.

Signature.....

Date.....

Photographs:

As the Parent/ Guardian/ Carer of the young person named above I understand that NWWA or its representative(s) may wish to take photographs of him/ her during the event. I understand that these photographs may be used in all media types such as social media (including Facebook and Twitter), NWWA publications and website, in perpetuity and that these photos may be seen around the world.

I do/ do not (*delete as appropriate*) give my consent to such photographs being taken and used as described.

Signature.....

Date.....

To be signed by the young person

Photographs:

I understand that NWWA or its representative(s) may wish to take photographs of me (the young person named above) during the event. I understand that these photographs may be used in all media types such as social media (including Facebook and Twitter), NWWA publications and website, in perpetuity and that these photos may be seen around the world.

I do/ do not (*delete as appropriate*) give my consent to such photographs being taken and used as described.

Signature.....

Date.....

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Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Actions by when?	Done
<i>Look around your lathe and identify anything that might cause harm</i>	<i>If the risk associated with the hazard occurred what would be the outcome?</i>	<i>Describe your current precautions.</i>	<i>If your current precautions are OK nothing else is required other than to ensure it is still relevant, otherwise what else needs to be done?</i>	<i>Decide who will take the action</i>	<i>Decide when it needs doing (also include any period reviews such as each month or before each meeting.</i>	<i>Tick it off when you've done it.</i>
Power lead on the lathe	Operator or any person in passing could trip over the lead. Injury could be anything from nothing to broken bones, bruising, cuts depending where the person fell.	Tape lead to the floor with hazard tape.	Prevent public access to lathe working area by public/ Club members.	Operator and Club Committee	Each meeting	At each meeting
Unlabelled finishes such as sanding sealer	Could be mistaken for something else and used inappropriately, especially if inflammable	Do not decant finishes into other containers or make sure that all containers are clearly labelled with content and safety advice. Replace lid after each use. Keep out of public reach.	None			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Actions by when?	Done
Tools	Could be dropped onto operator's legs/ feet causing serious injury.	Wear long trousers and stout shoes to protect against cuts.	None			
Wood comes loose during turning.	Piece of wood could fly into the public area causing injury.	In a public area, provide a safety screen of perspex which must be securely fastened to the lathe bench or a suitable stand in front of the lathe. On club premises ensure that all seats in front of the lathe are at least 2m away.	Check in place each event	Operator and Club Committee	Each event	Each event
If scorching wood: Wood catching fire.	The person demonstrating, the audience.	Ensure that there are no loose fibres of wood present before scorching starts. Ensure there is a fire extinguisher nearby.	Check in place if this is being undertaken during a demonstration	Operator and Club Committee	Each event	Each event
If scorching wood: Wood creating smoke.	The person demonstrating, the audience. Setting off Fire Alarms.	The purpose is to scorch the wood and not burn it. If smoke does start – stop and move to another area of scorching. Have a damp cloth nearby to smother any smoke.	Check in place if this is being undertaken during a demonstration	Operator and Club Committee	Each event	Each event

Risk Assessment Template

Risk Assessment for Hook Village Hall, Hook, Nr. Royal Wootton Bassett, Wiltshire, SN4 8EA

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Actions by when?	Done

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Actions by when?	Done

Name (Please Print): Date Completed:

Signature:

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Safety in the Workshop

This guidance should be reviewed prior to any North Wiltshire Woodturners Association training event with all participants. The form should be signed and dated by the instructors and retained for audit purposes.

While the woodturning lathe is arguably the safest of all woodworking machines, there have been instances of serious injury being caused to the operator. The reasons for this can invariably be put down to one of three things

1. Ignorance of the correct techniques (incorrect methods are nearly always dangerous) and safety measures.
2. Taking unnecessary risks.
3. Tiredness or lack of concentration. The well-known saying 'familiarity breeds contempt' is particularly relevant to all wood machinists. It must be remembered that all machines can 'bite', and most accidents occur through lack of concentration, carelessness, and towards the end of the working day when tiredness has set in. You are advised to stop when you feel tired, or if your mind is so engrossed in something else that it prevents you from applying maximum concentration. Do not operate machinery if under the influence of drugs or alcohol.

General Safety

1. Ensure that the lathe is securely bolted down to a good solid bench, in the case of a bench model, and check the tightness of the nuts, including any stand fixings.
2. Ensure the electrics are safe - the machine is properly earthed and installed in accordance with the maker's instructions. If a second hand lathe is acquired, obtain the services of a suitably qualified person to check it over. All appliances used in a public arena should be PAT tested by a suitably qualified person on a regular basis.
3. Ideally, rubber (electrical) plugs should be fitted to all woodworking machines.
4. Examine the electric cable from time to time to make sure it is in good order.
5. Isolate the lathe from the mains when changing speeds or applying the 'test of tightness'.

On the Lathe

1. Check the owner/ operator's manual for proper speed recommendations. Use slower speeds for larger diameter or rough pieces, and increase speed for smaller diameters and pieces that are balanced. If the lathe is shaking or vibrating, lower the speed. If the work piece vibrates, always stop the machine to check the reason and remedy the fault before continuing.
2. Make certain that the belt guard or cover is in place. Check that all clamping devices (locks), such as on the tailstock and tool rest are tight.
3. Hold turning tools securely on the tool rest, and hold the tool in a controlled but comfortable manner. Always use a slower speed when starting until the work piece is balanced - this helps to avoid the possibility of an unbalanced piece jumping out of the lathe and striking the operator.
4. Only run a lathe in reverse if the chuck / faceplate and the spindle have a locking system.
5. Know your capabilities and limits. An experienced woodturner may be capable of techniques and procedures not recommended for beginner turners.

6. When using a faceplate, be certain the work piece is solidly mounted.
7. When turning between centres, be certain the work piece is secure.
8. Do not overreach, keep proper footing and balance at all times.
9. Remove chuck keys and adjusting wrenches. Form a habit of checking for these before switching on lathe.
10. Make sure that there is at least 20 mm of tool rest protruding by the end of the wood on which you are working.
11. Stop the lathe when making adjustments to the tool rest.
12. Minimise the downward leverage on the tools by keeping the rest as close as possible to the work piece.
13. Never leave the lathe running unattended. Turn the power off. Do not leave the lathe until it comes to a complete stop.
14. Keep the lathe in good repair. Check for damaged parts, alignment, binding of moving parts and other conditions that may affect its operation.
15. Turn the workpiece by hand to ensure that it turns freely before turning on.
16. Always start the lathe at a low speed and increase the speed until it is comfortable to turn. If in doubt use a slower speed.
17. If using a naked flame such as a blowtorch ensure the workspace is clear of easily combustible items such as sealers, finishes, dust and shavings. Keep a fire extinguisher nearby. It is preferable to do this type of operation outside well away from anything that may catch fire.
18. If using any form of power carver always follow the manufacturer's instructions. DO NOT use with one hand – always use two hands. Power carvers are extremely dangerous and when misused can cause serious injury and/or death.
19. When turning thin walled items DO NOT use an unprotected 240V bulb inside the workpiece. Use a low voltage LED device or similar.

Dress

1. Sensible dress must be worn. Loose, dangling sleeves must be avoided at all costs.
2. Wear a smock, overalls or an apron. All should be high fitting at the neck to stop shavings and chippings from finding their way into uncomfortable places.
3. Good strong footwear is also very important. Tools are sometimes dropped or roll off the bench, and can cause nasty wounds if you are shod in trainers or similar footwear.
4. Tie back long hair; do not wear gloves, jewellery or any dangling objects that may catch in rotating parts or accessories.
5. Always use eye protection, preferably use a full face visor.
6. Protect yourself from dust using a mask, dust extraction etc.

Sharpening

1. Position your grinder at a suitable height to suit your stance. Make sure it is clear of all obstacles.
2. When sharpening - some form of eye protection must always be worn when using the grindstone.
3. Be aware that sparks are a fire risk. Keep combustible material, including wire wool, away from the grinder.

I/ We (the Instructors) confirm that we will review this guidance with the students
and I/ We agree to promote good working practices.

Instructor Name (Please Print)	Instructor Signature

Date:.....

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Volunteers Running Clubs

Health and Safety law does not generally apply to volunteers running a Club with no employees, unless the Club has responsibility for premises like a clubhouse or playing fields.

Anyone (including volunteers) with control of premises like a clubhouse or playing fields has a duty to see that the premises, access to them and plant (e.g. equipment) and substances provided are safe for the persons using them, so far as is reasonably practicable. Often this is a shared duty between the premises owner, a management committee and users/ members.

The extent of a Club's legal duty will depend on the level of control it has over the premises and the type of plant or substances provided. For example, if your Club owns or manages the premises, then you would be expected to keep the premises and any equipment provided in good repair.

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GENERAL DATA PROTECTION REGULATION (GDPR)

Introduction:

The law concerning data protection changes on 25th May 2018. This will affect how North Wiltshire Woodturners Association (NWWA) deals with your data. We are required to take action to be in compliance with the new GDPR law. The law affects personal data. This means information that can be used to help identify an individual, such as your name, photograph, postal and email address and phone number.

The new legislation requires the NWWA to tell you:

- What personal data we keep, why we keep it, where it is kept, who has access to it, how it is protected, and for how long it is stored
- How you can see and update your personal information and how you can have your data removed
- Our policy about sharing (outside the Club) or selling your personal information.
- No one will assume you have given permission for your information to be kept or processed by others. You will be asked to give your express permission.

NORTH WILTSHIRE WOODTURNERS ASSOCIATION PRIVACY POLICY

The NWWA is committed to safeguarding the personal details of its members to ensure their privacy. The NWWA:

- Will keep members' personal details safe and private,
- will not sell members' details nor use the details for commercial purposes,
- will allow members to manage and review their personal details.

The NWWA keeps the personal details of its members in a database known as the “Membership List”. The Membership List contains members' contact details including name, address, telephone numbers, email address, plus any other contact details provided by the member.

Additionally, other information, voluntarily provided by the member, may be stored. Such information may include interests, equipment owned, the way the member became aware of the NWWA, and any other relevant information. A member typically provides such information when they first join the NWWA but may provide additional information subsequently.

The NWWA may also have photographs of you – for example, taken at the Club Christmas party, at events or shows that we have attended or a Club Group photograph. These photographs may be published on the Club website.

No other personal details are retained by the NWWA.

The NWWA stores the Membership List in a digital database, stored on a PC, in a secure fashion using password protection and encryption. The Membership List is updated only by the Membership Secretary, Harry Rock. Other Committee members may access the Membership List only as needed for the purposes of the NWWA. A member may ask to review their personal details or to change them at any time by contacting the Membership Secretary.

The Membership List is primarily used to provide a means of communicating with the members for the purpose of information relating to updates to the Club website, and for other notices of general interest. The Membership List is used only for NWWA related matters and is never used for other purposes.

You may ask that any photograph of you that appears on the Club website be removed by contacting the Membership Secretary.

The Membership List is never released outside the NWWA. On ceasing to be a member of the NWWA, a member's personal details will be deleted.

An edited version of the Membership List, known as the 'Membership List for Members' is available to members on request. The purpose of this list is to enable members to contact each other should a need arise. This list is subject to all of the controls previously mentioned in connection to the Membership List. The Membership List for Members contains the member's name, general location, phone number and email address. Inclusion in this list is optional, and the individual details to be shown requires confirmation at each annual membership renewal.

In order for the NWWA to comply with GDPR requirements we must show that a members' consent has been explicitly obtained in order to hold and process their personal data. For the NWWA this will take the form of a PDF or printed document, sent via eMail or posted to the member's home address, detailing the data held and a tick box, signature and date to be applied to signify consent. This completed document must be returned by post or handed to the Membership Secretary.

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